

Title: Accounting Officer (full time position)

Location: Toronto, Canada.

Salary: \$45,000 - \$55,000 CAD (depending on experience)

About the World Green Building Council

The World Green Building Council is a global network of Green Building Councils in over 70 countries which is transforming the places we live, work, play, heal and learn.

Buildings are diverse and beautiful but they must also be sustainable. We believe green buildings can and must be at the centre of our lives. Our changing climate means we must reshape the way we grow and build. Our mission is to create green buildings for everyone, everywhere - enabling people to thrive both today and tomorrow. By taking action, we champion local and global leadership. We empower our community to drive change. We are greater than the sum of our parts, and commit to green buildings for everyone, everywhere.

The World Green Building Council, headquartered in London UK with an office in Toronto, currently has almost 20 employees including Regional Heads located in five different regions of the world.

The WorldGBC Accounting Officer

The Accounting Officer will support the Finance and Accounting Manager in managing the day-to-day running of the WorldGBC accounts and finances.

The WorldGBC Accounting Officer role will be complex and interesting, due to the international nature of the organisation, the diversity of currency used on a daily basis and US and Canadian accounting rules.

Specific responsibilities include:

- Perform daily general accounting, accounts receivable and accounts payable tasks on Dynamics GP;
- General accounting tasks including preparing general, bank, and accrual entries, completing the monthly bank reconciliation, maintain balance sheet schedules (fixed assets, amortization, prepaid, etc);
- Preparation of revenue invoices, receiving and recording payments, creating credit notes, and provide monthly updates on invoices that are past due more than a certain number of days;
- Taking over the accounts payable process: Coding and inputting of invoices in Dynamics GP, process of wire transfer payments, ensure all vendors are paid on a timely basis and respond to all vendor inquiries;
- Review and inputting of all employees and CEO monthly out of pocket and corporate credit card expenses;
- Responsible for month end and year end closing, ensure all closing duties are done on time;

- Assist the Finance and Accounting Manager in preparation of annual audit, monthly management reports and US tax return;
- E-filing of all journal entries, revenue/vendor invoices and backups for easy reference;
- To contribute to the development, implementation and upkeep of internal accounting and finances policies and procedures;
- In liaison with the wider operations team, ensure the company's current and historic files and papers are well-maintained and secure, in line with the Document Retention and Destruction Policy;
- Perform ad hoc special projects or other related duties as assigned.

Experience

- At least 2 years of experience in finance, preferably with experience in a not-for-profit environment
- College diploma or undergraduate degree in business/commerce and working towards CPA designation
- Knowledge of US GAAP and US reporting, especially for not-for-profits
- Computer literacy and aptitude for systems applications to facilitate analysis and efficiencies, proficient with Microsoft Excel (pivot tables, lookups, etc), prior experience with Dynamics GP and Concur an asset
- Quick learner and able to adapt to new environments quickly
- Able to work independently with little supervision
- Able to work in a team environment
- Ability to multi-task and set priorities, strong work ethic
- Proven ability to meet tight deadlines
- High level of attention to detail and accuracy
- Strong interpersonal skills, collaborative and able to build positive peer relationships within a diverse team located in multiple offices globally
- Excellent analytical and problem-solving skills, with a track-record for thinking through challenges, and drawing on other staff and peer organizations to achieve goals
- Interest in and support for WorldGBC's work with business leaders and our mission

Reporting Structure

The Accounting Officer will report directly to the Finance and Accounting Manager.

To apply, please send a CV and covering letter to office@worldgbc.org by 11:59 PM EST on 13 January 2019.

WorldGBC thanks all applicants but will only respond to short-listed candidates.